

# Project Handover Checklist for Construction Projects

The **project handover checklist** for construction projects ensures a smooth transition from construction to operational phases by verifying all critical tasks are completed. It includes documentation, inspections, and compliance checks to guarantee project quality and client satisfaction. Proper use of this checklist minimizes risks and facilitates effective project closure.

## Project Handover Checklist

- As-built Documentation:** Ensure all drawings, plans, and records reflect final construction.
- Operation & Maintenance Manuals:** Provide manuals for installed systems and equipment to client.
- Permits and Certificates:** Submit all final inspection certificates, occupancy permits, and regulatory approvals.
- Snagging & Punch List Completion:** Verify all defects and outstanding works are rectified.
- System Testing & Commissioning:** Confirm systems (HVAC, electrical, plumbing) operate as intended.
- Health & Safety File:** Compile and hand over all health & safety documentation and risk assessments.
- Asset Register:** Provide a complete register of installed assets and equipment.
- Training:** Deliver training sessions for client staff on major equipment and systems.
- Warranty and Support Information:** Supply warranty documents and support contact details.
- Client Sign-off:** Obtain formal sign-off and approval from the client for project handover.

## Signature Section

Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Client Representative: \_\_\_\_\_ Date: \_\_\_\_\_